



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA. 23508-1273

COMNAVREGMIDLANT/SOPA
(ADMIN) HRINST 1710.2
PM1
18 Jan 01

COMNAVREG MIDLANT/SOPA (ADMIN) HAMPTON ROADS INSTRUCTION 1710.2

Subj: ADMINISTRATION AND USE OF CHEATHAM ANNEX RECREATION
CABINS

Ref: (a) BUPERSINST 1710.11B
(b) DODINST 1015.11

Encl: (1) List of Cabins and Accommodations

1. Purpose. To provide policy and procedures for the administration of the Naval Weapons Station (NAVWPNSTA), Yorktown Cheatham Annex Recreation Cabins.

2. Background. NAVWPNSTA Yorktown, Cheatham Annex has an expansive Outdoor Recreation Complex located in the heart of the Historic Triangle formed by Williamsburg, Jamestown, and Yorktown. Over one thousand acres of forest provide the backdrop for golf, fishing, biking, hiking, boating, camping, nature walks, and just getting away from it all. The Recreation Cabins offer a quiet respite between visits to area amusement parks, historical sites, and recreational endeavors. The cabins are fully equipped with linens and complete kitchens. Some have fireplaces and all have air conditioning, television, phone, and a motorboat for fishing and sightseeing on Cheatham Lake. Enclosure (1) is a list of cabins and accommodations.

3. Authorized Patrons. The Recreation Cabins are open to active duty military, reservists, retirees and their family members over 21 years of age, DOD civilian employees and others as listed in references (a) and (b). Patrons using the cabins are responsible for their guests and must remain with them during the entire time of cabin occupancy. Priority for occupancy will be given to active duty personnel.

4. Cabin Availability. Thirteen cabins are available for occupancy all year. Placement of personnel in the cabins will be on a first served basis within the following priority groups:
(1) Active Duty Military Incentive Program Participants; (2) All

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Active Duty Military Personnel; (3) Retirees and Reserve Military Personnel; (4) DOD Civilian Personnel and others authorized recreation privileges in references (a) and (b).

5. Military Incentive Program. Commands may purchase prepaid cabin vouchers for issue to Sailors of the Quarter, Sailors of the Year, reenlistees, etc. Holders of these vouchers may reserve cabins up to five weeks in advance. Contact the Cheatham Annex Admin Office at DSN 953-7101 or commercial (757) 887-7101 for details and arrangements.

6. General Reservations

a. Reservations will be accepted four weeks in advance for all active duty military personnel and their family members. Reservists and retirees and their family members may make reservations three weeks in advance, and DOD civilian employees and other authorized personnel may reserve two weeks in advance.

b. Reservations will be accepted beginning at 0800 each Monday (Tuesday if Monday is a holiday) four weeks in advance (i.e. call on Monday, 5 March 2001 to make reservations for any time during the week of 2 - 9 April). Reservations will be accepted by telephone only at DSN 953-7224 or (757) 887-7224 from 0800 - 1200 on the first day of reservations. After 1200 each Monday reservations will be accepted by phone, FAX, mail, or in person at NAVWPNSA Yorktown, Cheatham Annex Building 284.

c. The cabins are very popular and reservations fill up fast. There is a limit of one cabin per patron without prior special authorization of the Installation Commander (IC). Once a reservation is accepted from an authorized patron there will be no bumping because of rank/rate, employment category or status.

d. A "stand by" reservation list will be maintained by Morale, Welfare and Recreation (MWR) for military personnel who do not get their desired reservation. The active duty list will be exhausted before moving to the retiree list. Patrons on the "stand by" list will be notified in order when an opening occurs. They must accept the offer when notified or the cabin will be offered to the next person on the list. Openings that occur within seven days of the occupancy date will be filled on a first come, first served basis from all sources.

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e. From Memorial Day to Labor Day inclusive, occupancy will be on a weekly basis (1600 Monday to 1100 the following Monday) only. At other times the minimum occupancy is two nights.

f. Cabins may be reserved by authorized personnel only and may not be transferred to others. Family members and guests may accompany sponsors in the cabins. Identification is required at time of check-in to ensure that only eligible patrons are utilizing the cabins.

7. Fees and Charges

a. Daily and weekly fees will be charged for cabins in accordance with the published fee schedules available from the NAVWPNSTA Yorktown, Cheatham Annex MWR office. Fees will be incremented starting with E5 and below, E6-O4, 05 and above, and civilian personnel, with each group paying progressively more.

b. A non-refundable deposit of \$50.00 is required for each cabin at the time of reservation. Deposits may be charged to credit cards; VISA, Master Charge and American Express Cards are acceptable.

c. The remaining balance for the full period of the reservation must be paid at time of check-in. Refunds will not be issued for no shows, early departures, or late arrivals except in the event of a bona fide emergency.

d. Guests are responsible for the material condition of the cabins and the safekeeping of assigned equipment and supplies. Charges in the event of damages and/or loss will be assessed to the sponsor.

8. General Information

a. Guest check-in and check-out will be at the Country Store (Building 130) during regular operation hours. Guests arriving after hours or departing before the store opens may make arrangements to pick up and leave keys at the main gate. Call the MWR office at DSN 953-7101 or commercial (757) 887-7101 to make special arrangements.

b. Guests may take possession of their cabin at 1600 on their date of arrival and must check out of the cabin by 1100 on their date of departure.

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c. It is recommended that guests survey their cabin upon arrival and report any unsatisfactory condition immediately to the Country Store, (757) 887-7418; the MWR Director, (757) 887-7101; or after hours to the Command Duty Officer, (757) 887-7222. Guests are responsible for the general cleanliness of the cabin upon departure.

d. Guests may make arrangements for extra boats and recreation equipment in advance by calling the reservation office at DSN 953-7224 or commercial (757) 887-7224. Guests are subject to Virginia State Fishing Regulations.

e. Pets are not permitted in or around the cabins. Pets may not be kept on a leash near the cabin, nor may they be confined in a vehicle. Please leave your pets at home or make arrangements to rent a space at the Country Store Kennel when making reservations.

f. One cabin is equipped for handicap access. It has a ramp to the front door and special facilities in the rest room to accommodate guests with special needs.

g. Weapons are not permitted in the cabins, cabin areas, or in guests vehicles. This prohibition includes bows and arrows, pellet guns, B-B guns and firearms of any kind.

h. Special permission to hike or mountain bike in the woods or along the main patrol roads can be obtained by calling Security at (757) 887-7222. Always obtain approval before entering the woods and trails because hunting is sometimes scheduled.

i. Tent camping is not permitted in the cabin areas. Recreation Vehicle and primitive campsites are available on base and subject to reservations. Campfires are prohibited in the cabin areas. Barbecue equipment is provided and must be attended when in use.

j. Firewood is provided for those cabins with fireplaces or wood burning stoves.

k. The use of metal detectors and digging in the cabin and wooded areas of the base is not permitted. Visible artifacts such as arrowheads, shark's teeth, shells, etc. may be taken.

l. Cabin telephones may be used for local calls and calls between cabins. All long distance calls placed on cabin phones

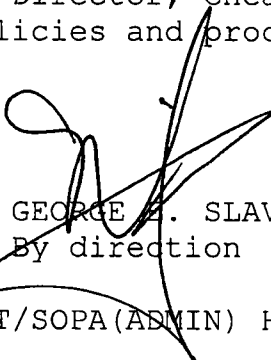
will be collect or charged to a telephone company credit card. A 24-hour access pay phone is available at the Country Store Building 130.

9. Cabin Non-availability. Should a reserved cabin become unavailable because of over scheduling, inclement weather, frozen plumbing, or some other unforeseen circumstance, the MWR Department will assist the patron to find suitable accommodations in the area for the same time period.

10. Group and Command Use. Requests from commands and other authorized groups for cabins in connection with unit fishing tournaments, golf tournaments, reunions, and other special functions must be made in writing to the NAVWPNSTA Yorktown IC 60 days in advance. Only command requests for a variance from the Monday to Monday policy during summer months will be considered. All correspondence must be addressed to:

Installation Commander
NAVWPNSTA Yorktown, Cheatham Annex
Attn: MWR Director
108 Sanda Avenue
Williamsburg, VA 23185

11. Responsibilities. The MWR Director, Cheatham Annex is responsible to carry out the policies and procedures established by this instruction.



GEORGE E. SLAVEN, JR.
By direction

Distribution: (COMNAVREGMIDLANT/SOPA(ADMIN) HRINST 5216.2X)
List X

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CHEATHAM ANNEX RECREATION CABINS

Bldg No.	CABIN NAME	Bedroom/Sleeps	Accommodations
161	HOLLY POINT - Located on the farthest point of Sherwood Court on the bank of Cheatham Lake. Named for the many holly trees around the cabin.	2/8	1 Queen Bed 1 Sleeper Sofa 2 Sets of Bunk Beds
163	LONE HICKORY - Located on Sherwood Court on bank of Cheatham Lake. Named for the single hickory tree located in the yard.	2/8	1 Queen Bed 1 Sleeper Sofa 2 Sets of Bunk Beds
164	POPLAR GROVE - Located on Sherwood Court beside Cheatham Lake among poplar trees.	2/8	1 Queen Bed 1 Sleeper Sofa 2 Sets of Bunk Beds
165	HONEYSUCKLE FARM - Located on Sherwood Court on bank of Cheatham Lake. Named for the sweet smell of honeysuckle plants.	2/8	1 Queen Bed 1 Sleeper Sofa 2 Sets of Bunk Beds
167	THE LURE - Located at the end of Chase Ave on Cheatham Lake. Named for its effect on guests and a favorite piece of fishing tackle.	2/8	1 Queen Bed 1 Sleeper Sofa 2 Sets of Bunk Beds
168	FISHERMANS LODGE - Located at end of Chase Ave on bank of Cheatham Lake. Named for its popular use.	3/12	1 Queen Bed 1 Sleeper Sofa 4 Sets of Bunk Beds
169	VANTAGE POINT - Located off Chase Rd on the bank of the York River. Named for the panoramic view of the York River.	2/8	1 Queen Bed 1 Sleeper Sofa 1 Set of Bunk Beds
170	PATRIOTS LODGE - Located off Chase Rd on the bank of the York River. Named for Cheatham's historical past.	2/8	1 Queen Bed 1 Sleeper Sofa 1 Set of Bunk Beds
223	QUARTERS ANNEX - A convenience apartment beside the York River. Began as a wing of the Chief's Quarters.	2/6	2 Queen Beds 1 Sleeper Sofa
261	THE FARM HOUSE - Located off Chase Rd. on the bank of the York River. Named for the building's original use.	3/8	2 Queen Beds 1 Sleeper Sofa 1 Set of Bunk Beds
262	CABIN IN THE WOODS - Located 1.7 miles into the woods on the bank of Cheatham Lake. Named for its secluded location.	1/4	1 Queen Bed 1 Sleeper Sofa
511	THE PINES - A trailer located on Sherwood Court near Cheatham Lake. Named for the surrounding pine trees.	2/6	1 Queen Bed 1 Sleeper Sofa 1 Double Bed
512	DEER COVE COTTAGE - Located on Toledo Court at the Deer Cove Golf Course and RV Park. on the bank of Kings Creek.	2/6	1 Queen Bed 1 Sleeper Sofa 1 Set of Bunk Beds